



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/811,564	03/20/2001	Scott Opitz	WEB0001-US

CONFIRMATION NO. 9241

## FORMALITIES LETTER



\*OC000000006008106\*

MICHAEL D. BEDNAREK  
SHAW PITTMAN  
2300 N STREET, N.W.  
WASHINGTON, DC 20037-1128

Date Mailed: 04/25/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

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Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re the Application of:

ALEX ELKIN et al.

Serial No. 09/811,564

Art Unit: 2122

Filed: March 20, 2001

Examiner: Unknown

For: METHOD AND SYSTEM FOR TOP-DOWN  
BUSINESS PROCESS DEFINITION AND  
EXECUTION

Assistant Commissioner of Patents  
Washington, D.C. 20231

**RESPONSE TO NOTICE TO FILE MISSING PARTS OF  
APPLICATION – FILING DATE GRANTED**

Sir:

Responsive to the Notice to File Missing Parts of Application – Filing Date Granted mailed April 25, 2001, copy attached, applicants are submitting herewith an executed Declaration and Power of Attorney document. A check in the amount of \$130 is attached herewith which is owed by applicant as a large entity for the late filing of this document. Applicants wish to bring to the attention of the Office that Alex ELKIN is the principal inventor in this application. Scott OPITZ should be listed as the second inventor.

Applicants are also submitting herewith revised formal drawings in compliance with 37 C.F.R. 1.84. Entry of these drawings into this application and notification thereof in the next Office Action is respectfully requested.

Serial No. 09/811,564

Art Unit: 2122

Attorney's Docket No. WEB0001-US



The Commissioner is hereby authorized to charge any additional fees associated with this communication or credit any overpayment to applicant's representative's Deposit Account No.

50-1390. A duplicate copy of this paper is attached for that purpose.

Respectfully submitted,

ALEX ELKIN ET AL.

By:

Michael D. Bednarek  
Reg. No. 32,329

Shaw Pittman  
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McLean, VA 22102  
Tel: 703-770-7606

Date: **June 25, 2001**